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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 029

Job Vacancy

April 14, 2005

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO:	All Interested Candidates
POSITION:	TRADE PROMOTIONS CLERKS (two) FSN-6; FP-8*
OPENING DATE:	Thursday, April 14, 2005
CLOSING DATE:	Thursday, April 28, 2005
WORK HOURS:	Full time; 40 hours/week
SALARY:	* Not-Ordinarily Resident: FP-8 (Position Grade: FP-8 is confirmed by Washington) Ordinarily Resident: LCP/FSN-6

These are temporary positions NTE: 90 days.

The U.S. Embassy in Bogota is seeking two individuals for the positions of Trade Promotion Clerks in the Foreign Commercial Section (FCS).

BASIC FUNCTION OF POSITION

Working under the supervision of the Commercial Counselor, Commercial Attaché, or Commercial Specialist, the incumbent supports CS Colombia trade promotion events and services by providing a wide range of services including logistical support, preparing contact lists, making appointments, preparing agendas, preparing mailings, staffing CS Bogotá booths at trade events, and

following up with US and Colombian companies. Incumbent will work in CS offices and at specific events in Bogotá.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: High school diploma is required.
- b. Prior Work Experience: Two years of experience in customer service is required.
- c. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Spanish is required.
- d. Skills and Abilities: Incumbent must have excellent organizational and computer skills. Incumbent must be tactful and must be professional in dealing with the public.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:
<http://bogota.usembassy.gov> under "Vacante".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand – faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: THURSDAY, APRIL 28, 2005

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

TRADE PROMOTIONS CLERKS - FCS.DOC